

CACFP Monthly Requirements

CACFP Monthly Checklist

This file contains:

- ☐ Menus
- ☐ Food Production Records
- ☐ Meal Participation Record
- ☐ Monthly Attendance Record – Free, Reduced, Paid
- ☐ Sign In and Out Records
- ☐ Receipts for Food and Milk
- ☐ Cook's Payroll
- ☐ Payment Documentation/Pink Worksheet

Attach this checklist to the monthly file. Verify that each item is in the file at the end of the month.

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Fill out Month and Year at top then cut out and attach each checklist to the appropriate monthly folder.